

## **Licensed Center Advisory Board Meeting**

October 8, 2008

1:00 – 3:30 pm

Indiana Government Center – South Building, Conf. Room 17

Present: Melanie Brizzi, Pamela Buschkill, Lisa Clifford, Heidi Dowell, Amelia Galloway, Mike Garatoni, Noel Hanson, Marie Pace, Tom Rayl, Debby Rowan, Mary Jane Scamahorn, Michelle Thomas, Maxine VanGuilder

### **General Business**

#### **I. Introductions**

Attending members introduced themselves.

#### **II. Minutes**

In the absence of Mary Lee Freeze, Debby Rowan volunteered to take the minutes.

#### **III. Upcoming Meeting Schedule**

According to the current schedule, quarterly meetings were to be held in February, May, July and October. Melanie Brizzi noted that the Committee on Child Care meets in September and October, so that it might be advisable to adjust Advisory Board meetings ahead of this schedule so that a report can be prepared for that group. Meetings were moved to the second Thursday of January, April, June and September.

Action: Meetings were scheduled for January 8, April 9, June 11 and September 10. All meetings will be from 1 – 3 pm at Indiana Government Center. A conference room number will be posted in the Advisory Board section of the [www.in.gov/fssa/carefinder/](http://www.in.gov/fssa/carefinder/) website.

#### **IV. FSSA Updates**

The FSSA BCC announced that it now recognizes the Association of Christian Schools International (ACSI) as an accrediting body for Indiana child care providers. This means their accreditation can be used to meet Level 4 on the state's quality rating system.

The Licensed Homes Advisory Board sent a postcard to all licensed homes informing them of the Advisory Board, listing members of the board and their e-mail addresses. Melanie Brizzi passed around a sample postcard and said she was just informing the Center Board in case they want to do something similar. The Bureau would print and mail them.

#### **V. Questions and Concerns (jumped down to this agenda item while bylaws being copied)**

##### **CCDF Voucher Concerns**

Noel Hanson is Chair of the Homes Advisory Committee as well as being a member of the Licensed Center Advisory Committee. She stated that the homes group had discussed issues with receiving payments on CCDF vouchers, such as when parents run short of required hours for payment or do not clock their hours correctly. Is it right that if parents don't meet requirements for payment, that the provider is responsible for enforcing a policy

for parents to pay the difference, or to lose money if payment is not or cannot be collected from the parent? Several board members discussed their policy on this issue and whether the voucher program should be based on payment by slot (because this is how most centers bill private-pay clients) rather than based on attendance, and that parents could be disqualified by the voucher system if it is determined that they are not appropriately utilizing the slot. Michelle Thomas stated that this view could be presented, but they will be asked to identify the cost and have begun to analyze this.

Action: Melanie Brizzi (BCC) will schedule a roundtable discussion at the IAEYC conference. It was decided that a BCC representative will serve as moderator. Centers, homes and registered ministries that accept vouchers will be included. Feedback should be sought in advance so that issues with the voucher system can be identified ahead and discussed constructively.

Michelle Thomas (BCC) stated that the new fiscal year began October 1 and the voucher program is almost fully obligated for its designated funds. Therefore, new voucher dollars will be approved as current participants “roll off” the system.

### **Complaint Process**

Lisa Clifford (BCC) stated that when a complaint is made against a licensed home or center, the complainant’s name cannot be withheld if it is known by the department. Noel Hanson stated that the Homes Advisory Board had discussed wanting the names of persons reporting to be protected. There have been instances of one home care reporting another, and then harassment resulting when the name of the complainant is released.

## **VI. Bylaws**

The following changes were made to the proposed bylaws:

- Article 4, Section 3: The Board will include at least 11 voting members. FSSA employees may be members, but cannot hold an office and are not voting members.
- Article 4, Section 4: Add underline—If a member misses two quarterly scheduled meetings. Add: Attendance by teleconference is acceptable.
- Article 5, Section 4: A quorum shall consist of half the voting members. Attendance may be in person or via teleconference.
- Mike Garatoni proposed allowing voting via e-mail. Mary Jane Scamahorn agreed to check Robert’s Rules of Order regarding e-mail voting so that these may be included in the bylaws.
- Article 6, Section 1: Add: A member may hold only one office at a time.
- Previously agreed to name officers Chairperson, Vice-Chairperson and Secretary.
- Article 6, Section 3: Add “by voting members”
- Article 6, Section 4: Add “g” stating “President is responsible to ensure a report is prepared and presented to the Committee on Child Care.”
- Article 6, Section 6 (b): add, “Distribution shall be via e-mail to Board members and posted online at the BCC website”
- Article 6, Section 7: amended to “majority” in place of “two-thirds” vote.

Action: Debby Rowan to change proposed bylaws as noted above, and then bylaws will be distributed via e-mail for board approval.

## VII. Regulation Issues

### **Same Definitions**

Mike Garatoni discussed a proposal for Unified Definitions for Registered Ministries, Licensed Homes and Licensed Centers. Currently each set of rules has a separate set of definitions. Registered Ministry rules have 11 terms defined, Licensed Homes 30 terms and Licensed Centers 79 terms (which do not include all the terms defined in other settings). In many cases definitions in one setting are not included in another setting's definitions, but in some cases definitions conflict: examples "infant" "toddler" and "discipline" have different definitions depending on the setting.

Action: Propose to Committee on Child Care that BCC staff be requested to confirm the complete list of definitions, determine which are defined by law and which are promulgated rules, and work with representatives from each setting to create a common set of definitions.

(Agenda items **Continuity of Care** and **Supervision** were not discussed.)

## VIII. New Business

Melanie Brizzi stated that the Center Advisory Board needs to make a presentation to the Committee on Child Care on October 14. Members questioned why they had not been aware of this meeting earlier than an e-mail received today. Melanie said this group's meeting schedule is available at [www.in.gov/legislative/interim/committee/care.html](http://www.in.gov/legislative/interim/committee/care.html)

Action: Mike Garatoni will prepare, and circulate via e-mail for input, a presentation that he will make to this committee.

Meeting adjourned at about 3:20 pm.